

Basic Key Commands

ctrl + **Z**

Undo your last action

alt + **tab**

Switch between open windows

alt + **print screen**

Take a screenshot

ctrl + **alt** + **del**

Open Windows Task Manager

ctrl + **W**

Close a tab, window, or file

F5

Refresh current web page

F12

Open “save as”

alt + **F4**

Close an open window

shift + **F10**

Display menu of commands on selected item

ctrl + **A**

Select all

shift + **del**

Select file, press to delete

ctrl + **C**

Copy

ctrl + **V**

Paste

ctrl + **X**

Cut (delete and copy)

ctrl + **B**

Bold text

ctrl + **I**

Italic text

ctrl + **U**

Underline text